

EXHIBIT 3A-5

SINGLE-FAMILY RENTAL REHABILITATION CHECKLIST

Admin
Manual
Exhibit

SUBMIT WITH SET-UP REPORT:

- ☐ Rental Set Up and Completion Form 3-M
- ☐ Site-specific Environmental Review Checklist (original signatures) 2M-2
- ☐ Cost Estimate(s) and Bid Specs for Rehabilitation Work and signed Contract(s) N/A
- ☐ LBP Notification Documentation (signature page only) 2V-i

SUBMIT WITH PAYMENT REQUEST:

- ☐ Request for Payment Form (all sections) 3-E
- ☐ Project Progress Report (signed by Grantee) 3-J
- ☐ Contract Reporting Form (if paying contractor) 3-I
- ☐ HUD Section 3 Summary Report Form (if paying contractor) 3-H
- ☐ Summary of Project Expenditures (signed by Grantee) 3-F
- ☐ Match Documentation N/A

SUBMIT WITH COMPLETION REPORT:

- ☐ Rental Set Up and Completion Form 3-M
- ☐ Recorded Deed Restriction Agreement (first and last pages only) 7-H
- ☐ An appraisal (Uniform Appraisal Report Only) N/A

RETAIN IN CLIENT FILES:

- ☐ Program application N/A
- ☐ Income verification with source documents N/A
- ☐ Signed and dated lease agreement between landlord and tenant N/A
- ☐ HQS Inspection form 10-C
- ☐ LBP Notification documentation (signature page only) 2V-i
- ☐ Names of children under the age of 6 living in the unit N/A

RETAIN IN HOME PROJECT FILES:

- ☐ Support documentation for project and administrative expenditures N/A
- ☐ Match documentation N/A
- ☐ Contractor debarment check(s) N/A
- ☐ Lien releases from contractors N/A

See Chapter 1 for additional information on Establishing HOME Files

See the following page for requirements regarding Landlord Files

**SINGLE-FAMILY RENTAL REHABILITATION CHECKLIST
(continued)**

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RETAIN IN LANDLORD FILES:

- | | | |
|--------------------------|--|------|
| <input type="checkbox"/> | Program application | N/A |
| <input type="checkbox"/> | Signed contract agreement between Grantee and Landlord..... | N/A |
| <input type="checkbox"/> | Affirmative Marketing Agreements signed by Grantee and Landlord..... | N/A |
| <input type="checkbox"/> | Housing Inspection Form | 7-B |
| <input type="checkbox"/> | Loan Documents | N/A |
| <input type="checkbox"/> | Work write-up/cost estimate/bid specs..... | N/A |
| <input type="checkbox"/> | Contractor insurance certificate | N/A |
| <input type="checkbox"/> | Final Inspection form | 10-C |
| <input type="checkbox"/> | Lien releases from all contractors and suppliers | N/A |
| <input type="checkbox"/> | Final Code Inspection form | N/A |

After all the projects have been completed, a Certification of Completion / Status of Funds Form and Closeout Certification must be sent to the Program Officer.

Copies of yearly audits for years during which HOME funds were received and disbursed must be submitted to the HOME Program.